



UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
OFFICE OF THE CLERK

**Courtroom Deputy Clerk  
to U.S. District Court Judge**

Announcement No. 06-10-USDC

Annual Salary:  
\$33,040 - \$45,615 (Classification Level 24/01 - Classification Level 25/25)

Open: September 13, 2006

**REVISED**

**Deadline for applications: OPEN UNTIL FILLED**

Applications will be reviewed as received, interviews will be scheduled as soon as possible,  
and an employment offer will be extended to the most qualified candidate

Previous federal government service or professional background providing extensive court preferred skills  
may qualify an applicant for salary placement above step 25.

This position is located in the Clerk's Office of the U.S. District Court, Denver, Colorado. The incumbent provides courtroom assistance to judicial officers and is directly supervised by the Courtroom Services Supervisors.

**Position Overview:**

Courtroom deputy clerks perform general and specialized courtroom functions and assist in managing the judge's caseload. Courtroom deputy clerks act as a liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.

The courtroom deputy clerk must communicate effectively to individuals and groups to provide information regarding procedural questions without providing legal advice. The courtroom deputy clerk must possess the knowledge of boundaries of authority and ability to multi-task under strict deadlines.

Long hours are occasionally required, and work must be coordinated with the Judge's schedule.

This is a fast-paced and demanding position which requires the incumbent to present a professional demeanor at all times. Incumbent must possess strong organizational, analytical, and excellent verbal/written communication skills and must be accountable for work product. Incumbent must have the ability to express in clear and concise language written summaries of court proceedings, enunciate clearly and to speak and act with authority. Incumbent must have the ability to work harmoniously with judge, staff, and public; to confer with attorneys and others in a respectful and professional manner.

**Representative Duties (these representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by Courtroom Deputy Clerks. These representative duties are not intended to reflect all duties performed by Courtroom Deputy Clerks):**

- \* Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings and rulings and prepare minute entries.
- \* Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the Clerk's Office, the bar, the public, and the judge to ensure that cases proceed smoothly and efficiently.
- \* Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated

systems (CM/ECF).

- \* May perform various administrative tasks.

### **Required Qualifications:**

- Previous experience within a legal environment providing basic knowledge of case flow.
- Demonstrated ability to operate personal computer and knowledge of WordPerfect or similar word processing programs and knowledge of electronic calendaring software.
- Ability to work with audio/visual technology (to include video conferencing, telecommunications and sound system equipment).
- Demonstrated knowledge of the terminology used in legal procedures.
- Demonstrated ability to write and type neatly, rapidly, and accurately.
- Demonstrated knowledge of spelling, punctuation and grammatical usage (strong proof reading skills are mandatory).
- Ability to attend early morning court sessions on a regular basis and matters taking place after 5:00 p.m.
- Ability to work extended hours and travel when necessary. Ability to work with confidential and sensitive information.

### **Court-preferred skills:**

- \* Previous experience within a court environment.
- \* Previous experience providing litigation support/case preparation skills.
- \* Knowledge of electronic case management and case filing.
- \* Knowledge of Federal Rules of Civil/Criminal Procedure and/or District of Colorado Local Rules of Practice.

### **Information for Applicants**

Send completed and signed U.S. Courts Application form (found at [www.cod.uscourts.gov](http://www.cod.uscourts.gov)) to Human Resources Division, Attn: 06-10-USDC, 1929 Stout Street, Suite C102, Denver, CO 80294.  
Facsimiles will be accepted at 303-335-2495.

**Please be reminded that this vacancy announcement has been revised (effective 9-19-106)  
to reflect an **Open Until Filled** status.**

**Applications will be reviewed, interviews initiated, and employment offer extended  
upon determination of the most qualified applicant.**

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**  
(See [www.cod.uscourts.gov](http://www.cod.uscourts.gov) for explanation of federal government benefits)

Applicants must be a U.S. citizen or eligible to work in the United States. Proof of eligibility status will be required.  
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit  
The selected candidate will be subject to a background check as a condition of employment.  
Starting salary commensurate with work experience.